



Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-7/ABROAD_K.S.A/SS-1-2932/3242

Dated: 22 April, 2024

MD. NAZIR MIA (G-36561)
Supporting staff-1
(Passport No: A12363646)
Sonali Bank PLC
Gulsan New North Circle Branch
Dhaka.

Subject: Sanction of 45 (Forty Five) days leave (Outside Bangladesh) with full pay to Perform the Holy Hajj in the Kingdom of Saudi Arabia (K.S.A).

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Managers Office, Dhaka Central, Dhaka vide their letter no 1167 dated 01/04/2024, the authority has sanctioned 45 (Forty Five) days leave with full pay (Outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission to Perform the Holy Hajj in the Kingdom of Saudi Arabia (K.S.A) under the following terms & conditions :

Conditions:

1. You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC/ Govt. of Bangladesh.
2. This sanctioned leave will be treated as 'Leave outside Bangladesh'.
3. Over staying is strictly prohibited.
4. This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,

.Sd/

(Sultana Razia)
Assistant General Manager

Copy Forwarded to Kind information & Necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Bangabandhu Avenue (Dhaka Central), Dhaka. Please send the joining report of the related officer specifying the date of leave availed.
3. Assistant General Manager, Sonali Bank PLC, Gulshan New North Circle Branch, Dhaka.
4. Immigration Officer, All Airport./ All Land port, Bangladesh.
5. Personal File/Master Copy.


Assistant General Manager
Sultana Razia
Assistant General Manager
Human Resources Management Division
Sonali Bank PLC
Head Office, Dhaka.

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

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